



City of Fredericksburg
715 Princess Anne Street
P. O. Box 7447
Fredericksburg, VA 22404-7447
Telephone: 540 372-1028
Fax: 540 372-1201

VACANCY ANNOUNCEMENT

Title of Position: Legal Assistant/Office Manager

Position Number 085-09400-001

Starting Salary Range: \$43,900 - \$47,500

Under general supervision of the Commonwealth's Attorney, performs a variety of supervisory, administrative, and paralegal duties for the Commonwealth Attorney Office. Supervises the legal support staff and performs administrative functions including accounting and budgeting activities; drafting routine legal documents; and maintaining departmental records. Performs related work as required.

Successful applicant will possess at minimum an Associate's degree in legal assisting or a related field and possession of a certificate as a Paralegal, and 3 to 5 years experience in an administrative position in a law office; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Special consideration will be given to those who hold a Bachelor's degree and a Paralegal certificate.

While the position is open until filled, completed City Applications and resumes should be submitted before the close of business on Friday, December 18, 2009:

City of Fredericksburg
Human Resources Department
715 Princess Anne Street, Room 217
P. O. Box 7447
Fredericksburg, VA 22404-7447
jobs@fredericksburgva.gov